



PERSONNEL AND RISK MANAGEMENT DEPARTMENT
205 LAWRENCE STREET, MARIETTA, GA 30061
EQUAL OPPORTUNITY EMPLOYER
24-HOUR JOB LINE (770) 794-5571
Web Site: www.mariettaga.gov

EMPLOYMENT OPPORTUNITY

JOB TITLE: BUSINESS LICENSE COMPLIANCE OFFICER JOB NUMBER: 10-07

DEPARTMENT: FINANCE

SALARY RANGE: Pay Grade 115 (Exempt) HIRING RANGE: \$40,208 - \$48,483/yr.

The purpose of this position is to perform tax compliance audits of businesses within the City of Marietta to ensure compliance with the City's business license requirements.

ESSENTIAL JOB FUNCTIONS:

- Conducts on-site tax compliance audits of businesses within the City of Marietta.
- Contacts business owners to set up appointments for the audit to take place.
- Coordinates audits of those businesses licensed by the City using standard auditing techniques including interviewing, accounting procedure analysis, audit test identification, sample selection, and audit testing.
- Understands the accounting practices of various industries and performs audits in a timely manner without interrupting the taxpayers' normal operations.
- Composes and types letters advising businesses of audit results and follows up to insure accurate and timely payments.
- Examines financial records and researches information obtained from other databases to ensure compliance with local laws.
- Maintains various spreadsheets detailing audit results, payments, and balances due.
- Assists customers with inquiries concerning business license fees, applications, calculations, interpreting codes, city jurisdiction, new accounts, excise taxes, etc.
- Establishes and maintains business license logs, files, and other office records. Composes and types correspondence to various business owners.
- Evaluates codes and ordinances, publications, and regulations, and takes action or refers those that are important to supervisor and staff.
- Processes business license applications, receives payments, makes deposits, and issues licenses in office.
- Stays informed of general business and economic developments and their impact on taxpayers.



**CITY OF MARIETTA
MARIETTA POWER &
MARIETTA WATER**



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QUALIFICATIONS:

- Bachelor's degree in accounting, or closely related field, and two years experience in a related auditing environment, or an equivalent combination of education and experience. Both auditing and accounting experience strongly desired.
- Excellent business math and accounting skills, to include the ability to reconcile accounts and balance monies.
- Knowledge of Generally Accepted Auditing Standards.
- Skill in operating personal computer and multiple software programs including Microsoft Word, Excel, and other programs as needed.
- Ability to prepare and compose letters and reports.
- Ability to make decisions in accordance with business license policy and city code.
- Excellent communication skills to include ability to effectively interact with the public and customers, both verbally and in written form.
- Must have a strong work ethic, personal initiative, and sound judgment. Must have the ability to work well with division staff and build positive relations with public.
- Possess integrity within a professional environment.
- Ability to maintain confidentiality.
- Requires a valid Georgia driver's license (or obtain at time of hire) and a satisfactory seven-year driving history to include no DUI's in the last 5 years.
- Must have a satisfactory credit and criminal history. Credit and criminal background check to be performed at time of hire.

REQUIREMENTS:

**VALID GEORGIA DRIVER'S LICENSE.
BACKGROUND INVESTIGATION
INCLUDING CREDIT and CRIMINAL HISTORY.
SATISFACTORY SEVEN-YEAR DRIVING HISTORY, TO
INCLUDE NO DUI'S IN THE LAST FIVE YEARS.
DRUG SCREEN. SATISFACTORY COMPLETION OF A
SIX-MONTH WORKING TEST PERIOD.**

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

CLOSING DATE: JUNE 1, 2010



**CITY OF MARIETTA
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